

SENIOR TAX COMPLIANCE OFFICER

DEFINITION: Under general direction, performs the most difficult level of compliance and enforcement of tax laws of the Navajo Nation; assures collection of tax revenues and delinquent accounts are received in full and in compliance with tax laws of the Navajo Nation; reviews financial records of business entities having the most controversial delinquencies and discrepancies in complying with Navajo Nation Tax Laws; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans and serves as the lead compliance officer in administering the compliance and enforcement of Navajo Nation tax statutes and regulations; assures tax returns are thoroughly reviewed for accuracy and in compliance with tax laws of the Navajo Nation; conducts comprehensive and extensive research to determine existence of non-compliance with the Nations tax codes and regulations; obtains information by conferring with tribal, state, and federal agencies, auditors and accountants of the Navajo Tax Commission.

Contacts taxpayers through correspondence, telephone calls, and/or onsite visits in an effort to promote voluntary compliance and provide notification of noncompliance and taxes due; verifies accuracy in taxpayer accounts; informs taxpayer of legal requirements, rules, regulations, procedures, and related tribal tax code compliances; conducts investigations of the more complex tax violation/compliance situations.

Attends tax hearings and gives testimony regarding work performed and the basis of the assessment; compiles spreadsheets, investigative notes and analyses which meet established standard policy requirements and procedures; observes, compares and reviews financial records of businesses to determine compliance with Navajo Nation tax code and regulations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to tax auditing, purchasing, grants, risk management, budgeting and accounting. Knowledge of the principles and practices of governmental taxation, business and industries subject to Navajo Nation taxation laws, regulations, and statutes.

Knowledge of public relations/customer service principles, practices and techniques.

Skill in understanding and following oral and written directions.

Skill in utilizing computer databases to research, maintain, and update records and files.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in communicating effectively both orally and in writing.

Ability to develop and write comprehensive reports.

Ability to analyze, appraise and organize facts in a clear and logical form.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Business Administration, or closely related field; and three (3) years of progressive experience in a private, public or tribal taxation program or in an accounting or auditing program, one (1) year of which must have been in a lead or supervisory capacity.

THE NAVAJO NATION

Class Code: 1670
Financial Management and Control Series
Tax Compliance Group
Overtime Code: Exempt
Pay Grade: 65

SENIOR TAX COMPLIANCE OFFICER

PREFERRED QUALIFICATIONS:

- Four (4) years of progressively responsible auditing or accounting experience.
- Two (2) years of experience in a lead or supervisory capacity.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.
- A favorable background investigation.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.